

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
State Departments and Agencies **DATE:** September 13, 2002

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: NEW ACCOUNT REQUESTS

In an effort to expedite the creation of new accounts into RISAIL, we (Accounts and Control and the Budget Office) have developed an automated system. Effective Monday, September 16, 2002, the spreadsheet labeled "Account Form" which is located in the FORMS tab on the Controller's web site, will be the only acceptable method of requesting new accounts. To download this spreadsheet, please right click and choose "save target as" and save the spreadsheet to your hard drive. There is no limit to the number of accounts to be added to this form. In the past it was one form per account and with this automated system you may add as many as needed. Please be advised that you can also obtain this memo and the account form spreadsheet on the Budget web site. The link is www.budget.state.ri.us and is located under the RISAIL tab.

Please email the completed spreadsheet to newaccounts@mail.state.ri.us.

If you have any questions or concerns, please contact either Wayne Hannon at 222-6404 or Brenda Brodeur from the Budget Office at 222-6417.